

## Amended Albany County Fire District #1 Board Meeting April 25, 2018

Meeting was called to order at 5:20 p.m. Board members present were Art Sigel, Joe Witt, and Jon Essley.

Comments from the public: None

There was one minor change where the minutes referred to mutual aid agreement with Laramie and changed to an operating agreement. Chairman Sigel moved to approve the amended minutes from the February meeting. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel moved to approve the March minutes. Motion was seconded by Secretary Essley and approved unanimously.

Budget season is here please get plans and requests to Teri Jo. Treasurer Witt asked that all Chief's be sent copy of checkbooks for the month showing the amounts and the date. Checks are only signed once per month at the Board meetings, and this could cause problems at the beginning of the month with particular vendors because of their bill due dates. Finding out if reimbursements for training have been made is also a concern. Each of the Chiefs is to get a list of the checks written every month in an effort to resolve these issues. Chairman Sigel moved to approve the financial report. Motion was seconded by Secretary Essley and approved unanimously.

Chairman Sigel– Budget – requesting from Chief's input on training. Chairman Sigel would like to see sense of problems and how to counter problems with training. This input will be considered/incorporated into that allocated dollars of the budget. Board needs input on what considered priority for line item expenses. Request was made for last years budget and what was actually used. Distribution of reports will be revisited later in meeting. Each Department should be looking at and considering extraordinary items they have coming up. Emergency Management thinks district will get almost \$100,000 for tanks and radios on a grant. Aimee was not in attendance, but she has given the Board indication that it is looking good. Treasurer Witt says the district will need to amend budget maybe next month for current fiscal year to account for fire pay. Treasurer Witt says can start giving formal requests for next fiscal year's budget next month, likely have a draft of budget by June.

Outside agencies – There was no one in attendance representing County Emergency Management or Laramie Fire Department.

County Fire Warden –The biggest item this month is signatory to annual operating plan. Chairman Sigel moved to approve the Mutual Aid Agreement. Motion was seconded by Treasurer Witt and approved unanimously.

Travis from the State –Budget change to 537 account which helps departments get paid faster when they go out of state for assignments. We submit to State and they will handle billing and obtaining reimbursement from Feds. State using same helicopter as last year with pretty much same crew with a couple new people. Departments are encouraged to

use this resource, as it is free for the first operation period. First operational period is midnight, not 8 hours. Rawlins dispatch is gone and now going through Casper in a new dispatch center as the airport. Request password dispatch number from Travis if departments don't know theirs. Rawlins number is still ringing through to Casper.

County Fire Warden – EFSA premiums are due in July for budgetary considerations. County is looking for ½ of payment of premiums from ACFD#1. For support of Casper dispatch center County is requesting district pay \$500 of the \$1,000. Due now, remit directly to Casper. No hard deadline, but those in Casper are expecting payment in the spring. Chairman Sigel moved to pay \$500 for Casper dispatch support. Motion was seconded by Treasurer Witt and approved unanimously. Teri Jo will cut check immediately and County Fire Warden can hand deliver next week.

County Attorney still working on agreement, but current gentleman's agreement is first buyer who has fire suppression account pays the forecasts, but that agreement it is not in writing. Chairman Sigel thinks it would be easier if County and ACFD#1 just split payment to suppression account every year. Chairman Sigel raises the concern that it seems like roulette to put forecasts on whoever has the first fire of the year rather than being able to budget for ½ the forecasts every year. County Fire Warden prefers the current agreement of whoever has first fire pays forecasts.

Chairman Sigel has 5-year plan spreadsheet distributed. The Board will be using this as a to guide when thinking on managing money on a larger scale. If departments don't like what they see on their current 5-year plan, please submit new thoughts to the Board.

LFD contract status – Nothing has happened since last meeting and the issues remain the same. They are hoping to have a discussion in next week to 10 days.

Central engine purchase – Dylan presented requesting funds to purchase a 1991 International crew cab type 4 brush truck for \$25,000. Dylan proposes it will cost an additional \$15,000 to fully equip, making the total cost \$40,000. Central would be picking up half, and is asking ACFD#1 to pick up other half. Central currently has \$13,000, so they are currently about \$7,000 short. Central is hoping to have this truck ready for service by the beginning of June. Secretary Essley proposes that ACFD#1 cover the \$7,000 deficit by providing a bridge loan to the Central Department. Based upon the information that Central has a pilot willing to fly them to Idaho to inspect and drive the engine back to Laramie, Treasurer Witt proposes to also include up to \$500 for travel costs. Chairman Sigel moved to approve the purchase and equipping of the type 4 brush truck for Central Department. Motion was seconded by Treasurer Witt seconded and approved unanimously. Project number PA 137 in the amount of \$27,500.

\$500 check for Casper Dispatch was signed. Chairman Sigel moved to approve the \$500 check for Casper Dispatch. Motion was seconded by Treasurer Witt and approved unanimously.

Dispatch data – Handout disbursed containing 2017 data from Laramie dispatch. This is a 1 page summary Michele created from a 600 page document. This report did not include

medical dispatches – unsure why when 2 years ago they were included. Motor vehicle accidents are a high percentage for Big Laramie, Centennial, and Central calls, sometimes higher than fire calls. This summary is for departments to get a sense of the profile of calls departments are getting and it is for their use.

Preparations for wildfire dispatch: Draft distributed. This document is going to help Board understand where they are manpower wise and engine wise, and in anticipation of having to defend why they are sending units out of the county. Chairman Sigel would like each department's Chief, or his designee, look at the document and verify it is accurate. If it is not right, the Board needs to know. Concern about listing engine bosses on this list. Running into problem that engine bosses in training that have open task book, a couple of chapters guys aren't going to get, namely helicopter training and medical training on the fire. Those items have to happen on a wildland fire. Mainly they need to get a trainee on engine with an engine boss. That engine boss then needs to make a concerted effort to let taskforce leader know what trainees need to be given helicopter and medical experience in order to have that task signed off. This is not something that can be artificially done, it must be completed on an incident. Trainee is usually responsible for own training and getting tasks completed – so they need to be reaching out to engine bosses to request they get this organized for them. However, trainees do need to be prioritized on dispatches. But, the trainee does have to commit to being on the Board for 7 days. It has been noticed that a lot of engine boss trainees do not ever go to the training specialist on the fire. They try to bypass step thinking it doesn't do them any good – but that is not true. Training specialist will go to division supervisor and let them know these are the tasks that these trainees are missing. If division is fully aware of it – they will go out of their way to get trainees experience. Since this training has to be conducted on wildfire incident, it is wise to use the fact that the State free for first operational period. It would also be helpful to call for helicopter on anything even reasonably large to be able to get these trainees helicopter training. Completion of the medical chapter of the task book is probably a little easier. Many times on an incident of any size they will artificially do an incident within an incident on the fire to train the people who still need experience on that skill.

Back on discussion of the table – Local response members category accounts for everyone doing local response to wildfires, including the crew members. Local response apparatus are engines available to go out on response EXCEPT for the dispatch engine. The reason the Board made this chart was in an effort to shape a conversation as to whether or not limit to 2 engines at 1 time or does the data support the District can put out 3 engines?

Should the call be with the local department on how many engines they think they can send, or is it up to the District to say what needs to be sent? Chairman Sigel raised the fact that it is the District's responsibility to cover whole district, and that departments need to cover as a team not 4 individual districts. Chairman Sigel proposes the District limit the number of units to a maximum of 2 engines (type 3, 4, or 6) to be sent to federal fires at any one time; not sending any tenders out. Tenders will only be sent on local. Only enough Tenders to complete District's ISO 5 mission and there are none to spare. Chairman Sigel moved approve that this year District will dispatch a maximum of 2 units

at any one time on federal fires. Motion was seconded by Secretary Essley and approved unanimously.

Reports – draft of Distribution Schedule of Reports was distributed – Chairman Sigel notes if Chiefs have anything they want to add, let Board know. Teri Jo is a contract employee of district, not of the departments and she reports to Treasurer Witt. If want to change reports, request addition reports, or change distribution you need to talk to Treasurer Witt directly.

Chiefs report – Burn by Lake Hattie scheduled the 2<sup>nd</sup> weekend in May due to Cody Fire School going on 1<sup>st</sup> week in May. Treasurer Witt moved to approve up to \$250 for food for the burn. Motion was approved unanimously. Chairman Sigel moved to approve \$3000 for Cody Fire school training. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA 138  
Feedback from Steve Morgan was that about 80% of call outs were done correctly over the 2 or 3 day period. One notable exception was page for Burger King fire inside the city limits, and it is being investigated.

Big Laramie – Last Monday did a red card training class and had about 15 or 16 with a couple from Centennial.

VV – SLIB truck is running significantly behind and they would ask the Board if they have not yet received reimbursement from the SLIB Board to be willing to pay up to \$8,700 for the bed and boxes. VV has talked to Sheila at the SLIB Board and she said they couldn't even talk to the auditor. Essentially, they need to get Albany County back in their system as a contractor after paperwork fell out of the system. When VV submitted for first reimbursement back in January/February 2018 it went in and sat. No action was taken because Albany County was not listed as a contractor. Michele took care of that issue and now request is waiting for the auditors, who are very shorthanded, to get around to it. VV doesn't know the status and has been discouraged from calling the auditors to ask about it because the SLIB Board is prohibited from talking to the auditors about it. District's attorney Megan Overmann Goetz has advised that the District's attorney can make a contact with the law department in the Auditor's department. If Board is going to push the contact through their attorney VV will need to give Megan something that identifies the project in SLIB files to use when contacting them. VV will talk to Sheila to figure out what is being used to identify this project and will send to Chairman Sigel so he can send onto Megan. In regard to the \$8,700 request Chairman Sigel proposes they can go halves on it with VV. When reimbursement comes back from SLIB, Board will be repayed what they paid in and VV will be repayed what they paid in. Teri Jo will transfer money to VV and VV will cut final check to Ameritech. Board will pay \$4,400 to VV for payment for SLIB truck. Project Code – PA 139

Tie Siding – Tie Siding Chief tendered his resignation to the Tie Siding Board. They are currently in negotiations for replacement of the Chief. Treasurer tendered her resignation as well. Date of final resignation is open ended at this point.

Centennial – Engine 3 needs to be repaired. Chairman Sigel moved to allocate up to \$10,000 to repair CVVFD's Engine 3. Motion was seconded by Treasurer Witt and approved unanimously. Project Code –PA 140

While Engine is in for repairs, CVVFD would like to move AC27 to fill that bay. Central doesn't have a problem with that. Centennial awarded bid to Morton Buildings for the new station. Chairman Sigel indicates there should be some indication in District files showing they did a bidding. A simple statement for auditor with the basic information surrounding the bid would suffice. These should be sent to Teri Jo and cc Treasurer Witt. The community of Keystone contacted Centennial and would like to do a feed in Keystone for Memorial Day. This feed is open to all fire fighters that worked. Michele will receive an email invite for this and she will send it out broadly. Giving away gun at Open House in Centennial on June 16. Tickets for sale. Chairman Sigel wants to add item for Centennial – Board has a subdivision application from Kelly Cole. They want to build a nine (9) lot subdivision and put in a hydrant. They want to rebuild the road up to Aspen Country and wants to put in a fire hydrant as suppression plan, but they don't have approval yet from the Centennial Water and Sewer Board. Until they get that that approval, there is no plan.

Central – Chairman Sigel moved to approve up to \$6,500 for wildland gear for new Central volunteers. Motion was seconded by Secretary Essley and approved unanimously. Project Code – PA 141

Domino Construction made a donation of \$500 for burning their pile. 501(c)3 needs to be started with Teri Jo. Teri Jo will initiate a 501(c)3 for the Central Department. AC21 needs maintenance done. Central will get that all done.

Expenditures approved by the Board totaling \$52,150 to include \$500 for Casper dispatch support, up to \$27,500 to purchase and equip a type 4 brush truck for Central Department (1/2 ACFD#1 funds, 1/2 Central funds), \$250 for food for upcoming training exercise, \$3,000 for Cody fire school, \$4,400 to VV for payment for SLIB truck (1/2 ACFD#1 funds, 1/2 VV funds) to be reimbursed to the board upon SLIB reimbursement, up to \$10,000 for the cost of repairing Centennial's Engine 3, and up to \$6,500 for wildland gear for the Central Department.

Next meeting May 16 at 5pm

Meeting adjourned at 7:20 p.m.

Respectively Submitted,

Michele Turner, ACFD#1 Administrative Assistant